

Scientific and Technical Employee Development (STED) Conference Calls (1 of 2) July 31, 2008

Committee members:

Name	Role/Affiliation
Steve Blanchard (not present)	WRD Senior Staff
Virginia de Lima	Center Directors
Bob Hainly (Chair)	Data Chiefs
Bill Hazell (not present)	Hydrologic Technicians
Leo House (not present)	NRP
Mike Nolan (not present)	OSW
Dave Pollock	OGW
Kurt Schultz	IT Specialists
Lynn Taylor	NWIS
Steve Anthony (not present)	Studies Section Chiefs
Alan Ward (not present)	OED
Franceska Wilde (not present)	OWQ

Meeting Introduction:

- Bob Hainly opened the teleconference and reviewed the agenda. No additions were suggested.
- As a result of low attendance on today's call, it was decided to review the business items and then attempt to re-schedule a call before the regularly scheduled September call.

Comments on the minutes from the March 2008 meeting:

- No comments were received on the March 2008 meeting minutes.
- **ACTION ITEM** – Bob will finalize the March 2008 meeting minutes and post them to the web page after a 2-week comment period.
- A question was raised about the information we post to the STED web page and the number of hits that the web pages receive.
- **ACTION ITEM** – Bob will look into recovering web page activity or establishing a system to do so in the future.

Review of the Action Items Log:

- No changes or additions were suggested.

External Communication

- National GW meeting – Dave and Lynn attended. No formal presentations were made, but informal discussions were held concerning training opportunities and STED activities.
- STED update to National Data Conference attendees – Plenary session presentation by Mike, Bill, and Bob. Covered STED committee organization, activities, and update on SW Hydrographer's Course development. Well received. Created awareness of committee and current WRD training efforts.

Annual Face-to-Face Meeting

- This meeting has generally been held in the fall of each year of the Committee's existence.
- Last year, it was postponed until January 2008 to coincide with the Senior Staff meeting.
- No strong opinions were expressed either way on the need for a meeting this year.
- It's a good tool for us, but may not be needed in the next 6 months or so.
- **DECISION** – The annual face-to-face meeting will be postponed until issues arise that could be best addressed by a meeting rather than conference calls.

Scientific and Technical Employee Development (STED) Conference Calls (2 of 2) August 21, 2008

Committee members:

Name	Role/Affiliation
Steve Blanchard	WRD Senior Staff
Virginia de Lima (not present)	Center Directors
Bob Hainly (Chair)	Data Chiefs
Bill Hazell	Hydrologic Technicians
Leo House	NRP
Mike Nolan	OSW
Dave Pollock (not present)	OGW
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Recap of 7/31/08 conference call

- Attendees on this call asked to review May 2008 minutes and action items log and provide any updates or corrections to Bob within 2 weeks
- Face-to-face meeting will be postponed until, at least, sometime in calendar year 2009.

ListServ memo

- Steve will forward memo to Matt Larsen with a request to send it to all WRD employees.
 - **ACTION ITEM** –Steve will forward memo to Matt Larsen for WRD distribution.

HR Initiative Funding – Report and Status

- FY2008 funding (\$50K) has been allocated
 - WQ principles course received \$21K to complete work in FY2009
 - SW Procedures course received \$29K to supplement FY2009 work
- HR funding covers 50% of salaries; OWQ and OSW covering remainder
- All FY2008 funding has been obligated, all development is expected to be completed in FY2009
- Alan will seek additional funding for other courses in FY2009 – expecting less than \$100K

SW Procedures Course Development

- Mike Nolan reported that a plan has been put in place to develop the course
- Eleven different SMEs will contribute – 6 are in Water Science Centers
 - SMEs will develop PowerPoint files and notes
 - SMEs to use about 80 hours each for development work
- Mike met with Tj during week of 8/18 to format templates and create plan of work
- Product delivery is expected during the 2nd and 3rd quarters of FY2009
- The draft modules will be available through a URL

Hydroacoustics TEL Course Development

- Steve Blanchard reported that Dave Mueller and Chad Wagner are making good progress on a TEL course describing the Stationary Moving Bed Test and the Loop Correction Method
- Development of a course providing introductory material for the existing Basic Hydroacoustics class is planned

Web Page Enhancement

- Mike Nolan has received no feedback on the video list provided by NTC – committee members are invited to nominate existing videos for conversion and posting on our web page
 - **ACTION ITEM –Committee to review video list and provide suggestions to Mike.**
- Should we make the STED web page a public page? Topic requires further discussion.
 - We'll need to decide this soon so the framework and files can be designed appropriately
 - Should the SW Procedures course be available to the public?

Wrap-up

- Draft minutes of this meeting will be distributed for committee review.
- Bob will continue to finalize minutes for posting to web page, update action item log, and email to STED.

The next conference call is scheduled for Thursday, September 25 at 1:00 pm EDT.